

My Name in Bold, Look How Much I Stand Out

Address • City • Area Code

Phone Number • `firstname_lastname@schoolname.com`

Skills

- Proficient in Microsoft Word, Excel, and PowerPoint just like everyone else.
- Excellent leadership skills because my advisor told me to write that.
- Strong communication skills because my advisor told me to write that.
- Outstanding ability to work well alone, or in a team, or with the lights off, or in a team with the lights off, or anywhere with any amount of people, including animals, and furniture, or working in a team with anything composed of atoms. Please just hire me.

Education

2012 – Present: University of Something Prestigious Sounding

2nd year: Bachelor of Something Useless, My Major Which I Only Kind of Like

Experience

Exaggerated Job Title, Place of Work, Place, Date

- **ACTION VERB** to catch recruiter's eye even though they usually skip this part.
- **COORDINATED** professional commerce event. I really just set up some chairs.
- **IMPLEMENTED** social media marketing strategy...I tweeted stuff.
- **MANAGED** projects involving logistics and systems. That means nothing.

Lifeguard or Camp Counselor, Place of Work, Place, Date

- A lie.
- More action verbs to impress the recruiter.
- Something my advisor told me to write.
- Another lie.

Personal

Awards and Certifications

- Award I won in high school. Not prestigious at all.
- Honor Roll in University. Along with 15,000 other people.
- Earned bullshit award volunteering with "Charity That Sounds Like They Do Important Things."
- Certified in Basic First Aid and Lifeguard Training which has nothing to do with the job I'm applying for.

Hobbies That Will Definitally Make Me Stand Out

- Reading
- Movies
- Sports
- Travel

(References available upon request. Including my high school teacher and my boss when I was a lifeguard.)